

How to Conduct a Comparison between the DLSAS (DSAS00OP.*) and School Records

DLSAS	Compare to School's	Look For
Cash Summary Contains totals of: <ul style="list-style-type: none"> ◆ Beginning Cash Balance ◆ Cash Receipts (Drawdowns) ◆ Excess Cash Returned ◆ Net Booked Disbursements ◆ Net Booked Adjustments ◆ Ending Cash Balance ◆ Net Unbooked Loan Detail 	<ul style="list-style-type: none"> ◆ School Business Office records/systems showing cash balances <li style="text-align: center;">AND/OR ◆ Direct Loan System Cash Summary Reports (named "List – Cash" in EDEExpress) 	Discrepancies in totals of: <ul style="list-style-type: none"> ◆ drawdowns ◆ excess cash ◆ disbursements ◆ adjustments ◆ ending cash balance
Cash Detail Includes detailed list of: <ul style="list-style-type: none"> ◆ Drawdown transactions reported by GAPS ◆ Returns of excess cash received by LOC 	<ul style="list-style-type: none"> ◆ Business Office records, <ul style="list-style-type: none"> ▪ Bank Statements ▪ Canceled Checks ▪ Ledgers <li style="text-align: center;">AND/OR ◆ Direct Loan System Cash Detail Reports (if available) 	<ul style="list-style-type: none"> ◆ Differences in dollar amounts. ◆ Individual cash receipts or returns of excess cash not recorded for that month because of timing issues. ◆ Cash receipts or excess cash not recorded in one or more systems. ◆ Cash receipts or excess cash recorded in the wrong year in any system. ◆ Returns of excess cash recorded as a payment in one or more systems.
Loan Detail (Optional) Includes detailed list of: <ul style="list-style-type: none"> ◆ Booked disbursement transactions <ul style="list-style-type: none"> ◆ Disbursements ◆ Adjustments ◆ Unbooked disbursement transactions <ul style="list-style-type: none"> ◆ Disbursements ◆ Adjustments 	<ul style="list-style-type: none"> ◆ List of disbursement transactions with all three status flags (origination, p-note, and disbursements) (named "Measurement-Booked Status in EDEExpress") ◆ 30 Day Warning Report 	<ul style="list-style-type: none"> ◆ Transactions with any of the three status flags not in "A" status ◆ Loans which are missing a necessary component to book the loan (missing an LOR, prom note, or first disbursement).

DLSAS	Compare to School's	Look For
	<ul style="list-style-type: none"> ◆ Actual Disbursement Status Report (named "List-Actual Disbursements" in EDEExpress) ◆ Pending Disbursement Report (named "List-Anticipated Disbursements" in EDEExpress) ◆ Business Office Disbursement Records (credits to student accounts) ◆ Origination Status Report (named "List-Loans" in EDEExpress) ◆ Promissory Note Status Report (named "List-Promissory Note" in EDEExpress) 	<ul style="list-style-type: none"> ◆ Any disbursements not in "A" status. <ul style="list-style-type: none"> • "R" - Batch and transmit • "B" - Ensure it was transmitted and/or pull in acknowledgment • "E" - Resolve the problem and batch and transmit ◆ Unrecorded disbursements. ◆ Any discrepancies between internal disbursement records, DLSAS, and Direct Loan system. ◆ Loan origination records not in "A" status. ◆ Notes not in "A" status <ul style="list-style-type: none"> ◆ P = Printed, not Signed ◆ S = Signed, with no corresponding manifest batch id and/or no acknowledgment ◆ X = Pending, no accepted origination record.

★ If discrepancies still exist, send the loan detail file, DERC00OP to the LOC. Then import the Exception reports (ED0100OP.* and ED0200OP.*) and resolve differences.